APB 2019-044

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APB 2019-044

EFFECTIVE

November 1, 2019.

Subject(s)

APA 230, Travel and Employee Expense Reimbursement

When a work assignment to the field will require more than one consecutive day's effort, an overnight stay is recommended for destinations 60 or more miles away from the employee's home and/or workstation, whichever is less. The decision to commute or stay overnight under these circumstances is left to the traveling employee's supervisor. If necessary, a cost comparison, listing all hotel, meals, and mileage expenses, can be done to determine the most cost-effective method as part of the basis for the decision. The cost comparison should be attached to the travel reimbursement request.

Reason: Policy clarification.

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APB 2019-044 2 of 2 **TRAVEL POLICY CLARIFICATION**APB 2019-044
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MANUAL MAINTENANCE INSTRUCTIONS

Changed Items ...

APA 230

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